

AD640108



Technical Report

AD640108

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Technical Report

AD 640 108

MECHANIZATION STUDY  
OF THE DEFENSE INDUSTRIAL  
SUPPLY CENTER TECHNICAL LIBRARY  
PHILADELPHIA, PENNSYLVANIA

Submitted to

Defense Supply Agency  
Defense Documentation Center  
Cameron Station, Virginia

by

Booz, Allen Applied Research Inc.  
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BOOZ • ALLEN APPLIED RESEARCH INC

WASHINGTON

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LOS ANGELES

## ABSTRACT

Mechanization at the Defense Industrial Supply Center (DISC) Technical Library consists of EAM cataloging of books, specifications and standards, engineering drawings on microfilm aperture cards, and manufacturer's catalogs. All four systems have been developed, but only the engineering drawing and book systems are operational. The output from the engineering drawing system, the Engineering Drawing Index, is printed out in four listings, each arranged with pertinent numbers in a different order. The output from the book system, the Book Index, is prepared in three volumes: an alphabetical author list, an alphabetical title list, and a Dewey Decimal classification number arranged list.

# TABLE OF CONTENTS

	<u>Page Number</u>
ABSTRACT	ii
I. SUMMARY	1
II. MECHANIZATION	3
1. Chronology	3
2. Description of Book Index Processes	3
(1) Input Procedures	4
(2) Outputs	4
3. Description of Accessions List Processes	5
4. Description of Selective Bibliographies Processes	6
5. Description of Specifications Index Processes	6
(1) Input Procedures	6
(2) Outputs	7
6. Description of Engineering Drawing Index Processes	7
(1) Input Procedures--Paper Copies	8
(2) Input Procedures--Microfilm Aperture Cards	9
(3) Input Procedures--Error Notification	10
(4) Input Procedures--Deletions and Revisions	10
(5) Outputs	11

	<u>Page Number</u>
7. Description of Manufacturer's Catalog Index Processes	12
(1) Input Procedures	12
(2) Outputs	12
8. Major Problems	13
III. EQUIPMENT AND COSTS	14
1. Equipment	14
2. Costs and Time	15

## A P P E N D I C E S

- A. BOOK INDEX
- B. SPECIFICATION INDEX
- C. ENGINEERING DRAWING INDEX
- D. MANUFACTURER'S CATALOG INDEX

## I. SUMMARY

Mechanization at the Defense Industrial supply Center (DISC) Technical Library involves EAM cataloging of the following four items: books, specifications and standards, engineering drawings on micro-film aperture cards, and manufacturer's catalogs. Though all four systems have been developed, only the engineering drawing system (with between 115,000 and 135,000 references) and the book system are operational. The other systems, although theoretically ready for use, contain relatively few actual data entries; in the case of specifications and standards, a portion of the first proof or checking copy has been printed.

Microfilm aperture cards of engineering drawings are filed and retrieved manually by location (accession) number coded to reflect size and shade (light or dark) as well as sequence. Of some 300,000 known drawings, 135,000 are mounted (two copies each), 130,000 have been received in various forms (silver, diazo, etc.) and will be standardized and indexed, 20,000 have been received in various forms but are unrelated to Federal Stock Numbers, and 15,000 are on paper and will be microfilmed.

The Library's collection is made up of 1,600 commercial, technical, and professional books, 150 periodicals, newspapers, and commercial abstracts, 127 government publications (technical manuals); 20,000 trade or manufacturer's catalogs; 9,478 specifications; 35,000 standards; and 302,000 specification exceptions, purchase descriptions, purchase details, and military department and commercial drawings. The collection is growing at the rate of 56,600 items per year. The collection does not include classified items and is largely confined to the fields of materials, mechanical engineering, and methods and equipment.

Principal users are managerial personnel and technicians involved in the design and operation of equipment. Service is provided to requesters throughout the DoD and its contractors, providing, in most cases, a copy of the desired item, either in hard copy or on microfilm aperture cards. Engineering drawings provided by the Library accompany bid requests issued by DISC.



## II. MECHANIZATION

### 1. CHRONOLOGY

System planning began in 1963. DISC data processing personnel were consulted, and work began early in 1964. By June 1964 the engineering drawing system was designed and data were being prepared. By January 1965 this system was officially operational. Concurrently, the three other systems were designed. The system designer estimates that six to eight months were required for planning, programming, and documenting.

On August 18, 1964, a formal request was made to DISC's Data Processing Section for a program to handle the Book Index, although details of this program had been worked out previously.

### 2. DESCRIPTION OF BOOK INDEX PROCESSES

There are approximately 1,600 books in the library collection, with a monthly growth rate of 50 volumes. Using standard DISC Form 31 (Appendix A-1), all items in the collection are prepared for input to the system. Input instructions for the Book Index are outlined in Appendix A-2. New titles are added as they are received.

(1) Input Procedures

1. New book is checked in and given to cataloger.
2. Library Assistant completes Form 31, indicating whether item is reference or circulating copy and noting edition, Dewey Decimal and Cutter numbers, author's name, title, copyright date, and publisher.
3. Forms are submitted monthly to the Computer Section for keypunching of the 80-column cards.
4. Cards are sorted and printed semiannually. The process is: sort by Dewey Decimal number and merge to master deck, sort and list by author, title, and Dewey Decimal number.

(2) Outputs

The Book Index is printed semiannually from the punched cards. It is prepared in three separate volumes: alphabetical author list, alphabetical title list, and Dewey Decimal classification number arranged list (see Appendix A-3 through A-5 for sample printouts).

Sorting sequences for each are:

Author	-	alphabetical sort of columns 15 through 32
Title	-	alphabetical sort of columns 33 through 65
Dewey Number	-	alphanumeric sort of columns 1 through 14.

Ten copies are produced for Library use and distribution to the Center's Division Directorates.

The Index is printed with the same column headings in each of the three sequences, with the significant sort being made on different columns. The column headings are:

<u>Dewey and Cutter No.</u>	<u>Author</u>	<u>Title</u>	<u>Year</u>	<u>Publication</u>
-----------------------------	---------------	--------------	-------------	--------------------

The Dewey number, with symbol for reference when required appears on the first line. Cutter number, author, title, year, and publisher appear on the second line. When possible, a line is left after each entry.

Users of the Index may select required items from the copies circulated to the Directorates, they may use the copies available in the Library, or they may request a manual search of the card catalog.

### 3. DESCRIPTION OF ACCESSIONS LIST PROCESSES

A printout of new entries processed and sent for keypunching monthly provides this book accession list which is routed to Library users. The same process is followed as that used to produce the Book Index, with the exception that a separate printing is made only when the number of additions warrants it. Otherwise, new books are listed in the manually produced bulletin of abstracted periodical articles.

4. DESCRIPTION OF SELECTIVE BIBLIOGRAPHIES  
PROCESSES

A selective sort of the punched cards on books is made by the Dewey Decimal classification numbers, and a printout is made. The same sequence used in the semiannual Book Index is followed. When machine time is available, at least one list is printed every two months. These bibliographic listings are provided upon request.

5. DESCRIPTION OF SPECIFICATIONS  
INDEX PROCESSES

The system for processing this collection on EAM cards has been designed, and input of items has begun. The collection presently numbers about 46,809, with an annual growth of approximately 3,900 items.

(1) Input Procedures

1. Incoming specifications and standards are checked for duplication, and new items are submitted to indexers in the Library for processing.
2. Indexers complete Form 510 (see Appendix B-1) indicating document prefix, document number, date, revision number, amendment number, change number, document code, whether superseding another specification or standard, Federal supply class, card code, document title, whether addition or deletion, and type of index. (For Specification Index Input Instructions, see Appendix B-2.)

3. Input sheets are sent to the Computer Section for keypunching, sorting, and printing of indexes. The process is: Key punch from Form 510, sort by document code and document number, and merge into cumulative deck monthly; sort and list cumulative deck by document number, by Federal Stock Number, and document code. Quarterly, merge cumulative deck into master deck, sort and list in same three sequences. Also quarterly, list superseded index only.

(2) Outputs

1. Part I

Punched cards are sorted by document number (specification number). Printout is arranged by document number, followed by the document title, date, revision, amendment, change number, document code, and Federal supply classification code. Only a proof copy of this printout has been made to date. (See Appendix B-3 for printout format.)

2. Part II

This printout will be arranged by Federal supply classification code, followed by document number, document title, date, revision, amendment, change number, and document code. (See Appendix B-4 and B-5 for printout format and sample printout.)

6. DESCRIPTION OF ENGINEERING DRAWING  
INDEX PROCESSES

The punched card system on this collection of 300,000 items is operational; growth of the collection is approximately 50,600 per year.

The user completes a DISC Form 131 (Engineering Drawing Request) for each item required, giving as much information as possible, such as the locator or Federal Stock Number, drawing number, number of copies, and priority of his request (see Appendix C-1). Request is filled and forwarded to the requester.

In most cases, the user will be furnished an aperture card copy of the drawing, since viewers are placed in convenient locations throughout the sections. (See Appendix C-2 for sample aperture card.) Most copies are furnished for retention rather than loaned.

Input processing is done on paper copies, microfilm aperture cards, error notification, and deletions and revisions.

(1) Input Procedures -- Paper Copies

1. Incoming paper copies of drawings are screened for previous indexing, and duplicates are discarded.
2. Drawings are sorted according to size and background shades.
3. Locator numbers are assigned.
4. Relation of Federal Stock Number to drawing is established.
5. Input Form 14 (see Appendix C-3) is completed by indexers in the Technical Data Branch, indicating type of document, drawing/part number, manufacturer's code, revision, locator number, Federal Supply Class, card number and number of cards (if to be microfilmed), proprietary designation, control activity, security

classification, standard code, PID (Purchase identification description), Julian date, type of index, addition/revision, deletion notation, and Federal Stock Number.

6. Input preparation is verified.

7. Forms are sent to the Computer Section for key-punching. The process is: Key punch the basic identifying information from Form 14. Sort to location number and gang punch into aperture cards for mounting. Sort to drawing number, merge into cumulative deck, and list weekly or biweekly. Quarterly, merge into master deck, sort and list in four sequences: drawing number, Federal Stock Number, manufacturer by drawing number, and manufacturer by Federal Stock Number.

8. Drawings are labeled for microfilming.

(2) Input Procedures -- Microfilm Aperture Cards

(Input processing on microfilm aperture cards is handled in the Indexing Section of DISC's technical data branch.

1. Newly received microfilm aperture cards are screened for duplicates and new revisions.

2. Aperture cards are sent to viewers for determination of legibility of Federal Stock Numbers and manufacturer's codes and for extracting and entering on input Form 14 the type of document, drawing and part numbers, manufacturer's code, revision, proprietary designation, and control activity.

3. The following information is added to Form 14: locator numbers, Federal Supply Class, card numbers, Julian date, type index, addition/revision/deletion, and Federal Stock Number.

4. Input sheets are sent to the Computer Section for keypunching.

5. Cards are keypunched and sorted.

(3) Input Procedures -- Error Notification

1. When an error is discovered in the printed Engineering Drawing Index, a list is prepared by drawing number with Federal Stock and locator numbers.
2. Incorrect master cards are pulled in the Data Processing Section.
3. Deleted master cards are returned to the Indexing Section for destruction.
4. New input sheets correcting erroneous entries are prepared and submitted to the Computer Section as daily input.

(4) Input Procedures -- Deletions and Revisions

1. Every three months the master file is checked against catalog change notice cards to determine which Federal Stock Numbers should be deleted, revised, or transferred.
2. Two copies of the resulting match list are forwarded to the Indexing Section for review.
3. Deleted and revised Federal Stock Numbers are withdrawn from the master file and placed in the delete file.
4. Aperture card is pulled from main drawing file if the deleted Federal Stock Number is the last stock number posted to that drawing.
5. Obsolete drawings are filed separately in drawing number sequence.
6. Corrections on revised Federal Stock Numbers are made in the main index by a new input form being prepared and submitted to the Computer Section for keypunching.



(5) Outputs

The four outputs which make up the Engineering Drawing Index are described in the following paragraphs. Sample printouts appear in Appendix C-4 through C-7.

1. Part I

This printout on DISC Form 482 (Appendix C-4) is arranged by drawing/part number. A sort of the cards and a subsequent printout is made quarterly, with copies going to each section and to the Library. Every ten days to two weeks an update is printed for Parts I and II only, with five copies for the Library.

The listing is arranged by: (1) drawing/part number, (2) Federal Stock Number, (3) manufacturer's code, (4) locator number, (5) type, (6) classification, (7) Julian date, (8) revision, and (9) proprietary designations.

2. Part II

This printout is issued as frequently as Part I, and the same number of copies are produced. It is arranged by Federal Stock Number, followed by drawing/part number, with other entries listed in the same sequence as in Part I (see Appendix C-5).

3. Part III

This quarterly printout is arranged by manufacturer's code, Federal Stock Number, and drawing number (Appendix C-6).

4. Part IV

This printout is made quarterly and arranged by manufacturer's code, drawing number, and Federal Stock Number (Appendix C-7).

7. DESCRIPTION OF MANUFACTURER'S CATALOG  
INDEX PROCESSES

The manufacturer's catalog collection has just been reviewed and updated in preparation for the punched card system.

(1) Input Procedures

1. New catalog will be checked for duplication and sent to Library indexer for processing. (For input instructions, see Appendix D-1.)
2. Indexer will add company name, title of catalog, catalog number, revision, date, and subject code to input Form 623 (Appendix D-2).
3. Subject codes will be assigned from the Commodity Subject Headings for Manufacturer's Catalog Index. (For sample of Commodity Subject Headings, see Appendix D-3.)
4. Cross-references to company names will require a separate routine and input sheet showing alternate company name, approved company name, and cross-reference indication.
5. Weekly input forms will be forwarded to the Computer Section for keypunching, sorting, and printing of the indexes. The process is: Key punch from Form 623, sort by company name, and merge daily into master deck. Monthly, sort and list by company name and by subject code.

(2) Outputs

Since the program to produce the Manufacturer's Catalog Index is in the development stage, no printout has been made. However, the planned format calls for a two-part printout. The first part will be by company name, catalog title, catalog number,

revision, date, and subject. The second printout will be by subject heading, then company name, followed by catalog title, number, revision, and date.

8. MAJOR PROBLEMS

Lack of sufficient time on the data processing equipment is the major problem at the Center. Management backing in early stages of development was responsible for rapid growth up to the present time.

Updating of the manufacturer's catalog file delayed development of a system for this collection.

### III. EQUIPMENT AND COSTS

#### I. EQUIPMENT

All equipment used at DISC is rented except for five RCA 523 tape writers and four RCA 525 tape writer-verifiers, which DISC owns. The Univac 1004 is primarily used for management-type problems. Equipment is as follows:

Univac	1004 with 1922 core memory	\$2015
2 IBM	188 collator	575
1 IBM	083 sorter	119
2 IBM	084 sorter	290
1 IBM	087 collator	245
2 IBM	514 reproducing punch	{128 136
2 IBM	557 alphabetic interpreter	216
16 IBM	027 keypunch	60
12 IBM	056 verifier	50
5 RCA	523 tape writer	
4 RCA	525 tape writer-verifier	
4	Friden Flexowriters	
1	Filmac 200 hard-copy printer	
1	Uni-printer (Filmsort)	
1	Recordak MRG 259 microfilm camera (development of film by recordak)	
1	3M Filmsort 1000 D (makes film from paper)	

Job No. \_\_\_\_\_

Prop. No. \_\_\_\_\_

DOCUMENT REVIEW CHECK LIST

LOG NO. \_\_\_\_\_

DATE REC'D. \_\_\_\_\_

BOOKING:    YES/ \_\_\_\_\_ NO/ \_\_\_\_\_

WHEN:        REC'D FOR EXEC \_\_\_\_\_        REC'D FULLY EXEC \_\_\_\_\_

DATE BOOKED: \_\_\_\_\_

ROUTING:

Legal Counsel	For Comment _____	For Info _____	On _____
<u>Title</u>	<u>Name</u>	<u>Initial</u>	<u>Date</u>
Research Director	_____	_____	_____
Program Executive	_____	_____	_____
Contracts Manager	_____	_____	_____
Officer(for execution)	_____	_____	_____

ORIGINAL FORWARDED TO CHICAGO ON: \_\_\_\_\_

COMMENTS & EXCEPTIONS (Please intital and date)

- 1 3M Thermofax dry photocopier 209 (on trial)
- 1 CR-1 Recordak card-to-roll film printer (takes card to silver microfilm)
- 1 Xerox 1824 - roll and card
- 2 Aperture card mounters
- 2 3M 086 aperture card duplicators (diaz)

2. COSTS AND TIME

Three cents per copy on Uni-printer

\$2,700 for quarterly printout of total engineering drawing file -  
50 copies. (May reduce by printing yearly.)

12 cents - 24 cents per copy on Filmac 200

Six cents per copy on Xerox 1824

The system was developed by one person working part time over  
a 12-month period; time spent amounted to six-eight months.

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PLATE NO. 13699

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# BOOK INDEX

## INPUT INSTRUCTIONS

### I. Use DISC Form 31 as input document.

#### A. Card columns and elements of data are as follows:

<u>Element</u>	<u>Card Column</u>
R (Reference)	1
Dewey Decimal Number	2-9
Cutter Number	10-14
Author (Last name and initials)	15-32
Title	33-65
Year	66-67
Publisher	68-79
Open	80

#### B. Line input form, DISC 31, to correspond to card columns. The lines provide a divider for each field of data and simplify use of the input form.

- II. Enter an R in column 1 if a book is reference. If the library has two copies of a book, one reference and one circulating, prepare a separate entry for each.
- III. The Dewey Decimal Number, up to four places after the decimal point, is entered in columns 2 through 9. Be sure to show the decimal point large enough for the key punch operators to recognize it as a separate item. If the classification is longer than the space allowed, drop all digits that will not fit in card columns 2 through 9.
- IV. The Cutter Number is entered in columns 10 through 14. This allows space for one capital letter, 3 numbers and one small letter. Additional small letters should be dropped in this index. All numeric 0's are lined through.
- V. Author's name is entered in columns 15 through 32. Use last name and initials. Do not use periode after initials. Leave blank spaces between last name and both initials. If only one initial is known, eliminate second initial. If last name requires total field, eliminate initials. Add comma after author's last name.



A-2 (continued)

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- VI. Title is entered in columns 33 through 65. Use short title. Eliminate initial article. If necessary abbreviate words in title. However, this should be kept to a minimum.
- VII. Year is entered in columns 66 and 67. Use copyright date. Enter last two digits of year. (Example: 1964 is shown as 64).
- VIII. Publisher is entered in columns 68 through 79. Use short form of publishers name. As a guide use name abbreviations which appear in BIP. In some cases it will be necessary to use an even shorter form of the name. Once a form of entry has been chosen subsequent entries should be the same.
- IX. Column 80 will remain blank.
- X. Index each edition or yearbook as a separate entry.
- XI. Input forms will be prepared when new books are cataloged. Forms will be submitted monthly to DISC 9341 where the necessary punched cards will be prepared. Job order no. is to be placed on memo accompanying inputs to DISC 900.

# AUTHOR LISTING

15

DEWEY NO.	AUTHOR	TITLE	YR	PUBLISHER
621.75 Ud31	U S ORD CORPS	MACHINING DATA	61	U S ORD
R010.78 UN3IP	U S NAVORD LAB	PROCEEDINGS 7TH MIL LIB WORKSHOP	64	U S NAVORD
673.732 A171	A F SYS COM	HIGH TEMP DEFORMATION OF RUTILE	64	WPAFB
666.7 A171	A F SYSTEMS COM	THERMODYNAMIC...MILS PROGRAM	64	WPAFB
620.03 A619	ARBETT, R W	ENGINEERING CONTRACTS SPECS	63	WILEY
355 AB38	ABSHIRE, D M	NATIONAL SECURITY	63	PRAEGER
658 AC1	ACAD OF MGMT	CURRENT ISSUES...	62	HOUGHTON
658.54 AC58	ACKOFF, R	MGR SGUIDE TO OPINS RESEARCH H	63	WILEY
973 AD18	ADAMS	THE EPIC OF AMERICA	37	LITTLE
620.16 K114K	ADAMER, L I	NEW METALS IN MODERN ENGINEERING	60	WPAFB
519.1 AD59	ADLER, I	PROBABILITY AND STATIST EVERYMAN	63	JOHN DAY
621.822 AE82	AER SYST DIV	DEVEL OF DESIGN CRITERIA...	63	WPAFB
R620.03 AE82	AEROJET-GEN CORP	STANDARDS	ND	
926 AE82	AFROSPACE CORP	TREVOR GARDNER	64	

# Best Available Copy

ORDER NO.	AUTHOR	TITLE	YR	PUBLISHER
P330.5	SLOAN, H S	A DICTIONARY OF ECONOMICS	61	HARRIS
5152				
510.78	MCCRACKEN, D D	A GUIDE TO ALCOHOL PROGRAMMING	62	WILEY
5137				
P376.73	AM COUNCIL FORICA	A GUIDE TO GRADUATE STUDY	60	
A1356				
P015.73	LEIDY, W P	A POPULAR GUIDE TO GOVT PUBS	63	COLUMBIA
L532				
330.39	WILKINSON, K L	A PRIMER ON GOVERNMENT SPENDING	63	RANDOM HOUSE
P363				
621.88	ALLIED CHEM CORP	A PROPERTY COMPARISON	64	
AL55				
621.88	ALLIED CHEM CORP	A PROPERTY COMPARISON	64	
AL55				
620.14	ROSS, G E	A STUDY PHYSICAL BASIS OF CERAMICS	64	WPAEC
C9146				
P621.603	OF SOLA, R	ABBREVIATIONS DICTIONARY	58	DUFFELL
D407				
669.1		ABC OF IRON AND STEEL	60	PENION
A629				
510.78	LYTEL, A	ABC S OF COMPUTERS	61	SAPS
1509				
555.8	OF DON	ACCELERATED ITEM REDUCTION PROG	6	DON
U33A				
657	OF 105, B I	ACCOUNTING		WCCRAM
5007				
555.8	OF 105, B I	ACCOUNTING		WCCRAM
1757	OF 105, B I	ACCOUNTING		WCCRAM

KEY NO.	AUTHOR	TITLE	YR	PUBLISHER
000	ARNDT, H	CYBERNETICS	61	MIT
000	ARNDT, H	INTRODUCTION TO CYBERNETICS	56	WILEY
000	ARNDT, G T	WHAT IS CYBERNETICS	59	CRITTERION
000	ARNDT, C	MAN, MEMORY, AND MACHINES	64	MACMILLAN
000	ARNDT, C	MAN, MEMORY, AND MACHINES	64	MACMILLAN
000	ARNDT, N D	COMPARATIVE STUDY... INFO RETRIEVAL	61	RUTGERS
000	ARNDT	ELECTRICAL... INFO RETRIEVAL...	63	WPAER
000	ARNDT, A	TEXTBOOK MECHANIZED INFO RETRIEVAL	62	INTERSCIENCE
000	ARNDT, J	THE PROFESSIONAL JOURNALIST	60	HOLT
000	ARNDT, P J	LOGIC FOR UNDERGRADUATES	54	HOLT
000	ARNDT, C I	SYMBOLIC LOGIC	51	ER
000	ARNDT, W	ALL HONORABLE MEN	6	FILE
000	ARNDT, A	MAN THE UNKNOWN		FILE
000	ARNDT, S	THE PROBLEM STUDY OF	60	WPA

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### SPECIFICATION INDEX

#### INPUT INSTRUCTION

#### I. Document Prefix - Columns 1 through 8

##### Explanation

Specifications and standards will be sorted by the significant portion of the document number. For example MIL-M-9868 will be sorted by 9868. The prefix in this case is MIL-M. A Federal Specification such as FF-S-3214 is sorted by the initial letters. In this example there is no drawing prefix.

The chart on pages 5 through 7 shows type of document; document number including prefix (document number has been underlined, document prefix has been left blank); sorting instructions and document code. A two digit document code is being used in place of the five digit manufacturer's code since it will be easier to sort. As it becomes necessary new document codes will be assigned.

##### Instruction

- A. Document Prefix is entered in columns 1 through 8. Include all punctuation such as dashes, periods, slashes, etc. Allow a space for punctuation.
- B. If the prefix is shorter than the columns allowed, leave first columns blank. Enter prefix in remaining columns to complete the field. For example begin MIL-M in columns 3.
- C. For certain documents (see document chart) it is necessary to leave a space between the document prefix and the document number, for example, NAS 161. To accomplish this leave column 8 blank. For example enter NAS in columns 5 through 7 and leave column 8 blank.

#### II. Document Number - Columns 9 through 23

- A. Beginning with column 9 enter significant portion of drawing number in these columns.
- B. All spaces not required for the drawing number will remain blank.

B-2 (continued)

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- C. For those specifications which have numerous supplemental sheets enter each sheet as a separate document. For example, MIL-C-742/63, enter entire number 742/63. This will permit up-dating of revisions for each sheet.

III. Open - Column 24

This column will be used to indicate a new revision to a document previously entered in the Specification Index.

- A. Enter a dash in column 24 for a new revision of a document previously indexed.
- B. Leave column 24 blank for changes or amendments within a particular revision.
- C. Leave blank for document not previously indexed.
- D. For a document superseded by a different type document, for example an AN superseded by an MS or a document number change, prepare a special input listing superseded document. Code column 24 with a dash, also code column 79 with a dash. A superseded input will also be prepared for the superseded listing. See also 9.

IV. Date - Column 25 through 31

- A. Enter date of document in columns 25 through 31. For example, 1 Nov 62, 24 May 64, use three digits for month.
- B. When day of month is one digit begin entry in column 26. Leave column 25 blank. When day of month is two digits begin entry in column 25.
- C. When only month and year are known enter 3 digits for month, two for year in columns 27 through 31. When only year is known enter 2 digits for year in columns 30 and 31.

V. Revision - Columns 32 and 33

- A. Enter document revision either letter or number in columns 32 and 33.
- B. If the revision is only one character enter in column 33. If the revision is two characters enter in columns 32 and 33.

B-2 (continued)

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VI. Amendment - Column 34

- A. Enter amendment number or letter in column 34 when known.
- B. Leave column 34 blank if amendment does not apply.
- C. Enter a supplement as an amendment.

VII. Change - Column 35

- A. Enter change notice number or letter in column 35 when known.
- B. Leave column 35 blank if change notice does not apply.

VIII. Document Code - Columns 36 and 37

- A. Enter the document code number in columns 36 and 37.
- B. Each type of document will have a code number assigned. For example, Military Specifications are 01 and ASA Standards 36.
- C. Document code numbers are shown in the chart on pages 5 through 7.
- D. Section supervisor will assign new codes as required.

IX. Superseded - Column 38

- A. This column will be left blank except when a complete revision has been issued for a document.
- B. If a new revision has been issued, prepare an input for the new revision. See also instruction for column 24, item 3.
- C. Also prepare an input for the superseded document.
- D. For the superseded input enter a dash in column 38.

X. FSC - Columns 39 and 42

- A. Enter the FSC in columns 39 through 42.
- B. Leave the columns blank if the FSC is not known or cannot be determined from nomenclature. Check DOD Index. Supervisor may need to discuss with TSD.



B-2 (continued)

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Technical Lib. Br.

- C. If there is more than one FSC listed on document (at bottom of page) prepare input for each class shown.

II. Card Code - Columns 43

- A. This column will be used to indicate the order in which various entries within a document revision will appear in the Specification Index. The first entry of a new revision will be coded A. The next entry, for example, amendment 1 will be coded B. Coding will continue in alphabetical sequence until a new revision is issued. If amendments are not received in order do not assign next higher letter. For example, amendment 1 would be assigned a B code. Amendment 2 would be assigned a C code. Amendment 3 would be assigned a D code. However, amendment 3 may be received before amendment 2. Amendment 3 should thus be assigned a D code allowing space for amendment 2 to be coded C when it is received. This code will not appear in the printed index. It will only be used by the Univac 1004 to sequence revisions in the Specification Index.
- B. Entries in the superseded index must also be coded in this same fashion. Revision 1 or A should be coded A, etc. Amendments are not indexed but are included with basic documents.

XII. Document Title - Columns 44 through 78

- A. Enter a short title for the document in columns 44 through 78.
- B. Verify the title used for previous revisions when making new entries. This will insure all title entries for the same document will be identical.

XIII. Add/Delete - Column 79

- A. Code column 79 with a dash when different type document has superseded an item in the index or a document number changes. For example, an MS has superseded an AN.
- B. Column 79 will only be coded with a dash on the input prepared to eliminate a current listing. For example, MS 42671 supersedes MS 26412.
- C. Leave column 79 blank on the input prepared for the superseded list and for the current list. See also 3.

B-2 (continued)

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IV. Type Index - Column 80

Enter an "S" in column to designate Specification Index. All inputs will have an "S" in this column.

## DISC SPECIFICATION AND STANDARD INDEX – PART I

[illegible]

**DISC FORM 621 (NOV 64)**

**PAGE**

[illegible]

## B-5

## SPECIFICATION INDEX SAMPLE PRINTOUT

## MILITARY SPECIFICATIONS

01

MIL-C-13783	COMPOUND, WATERPROOFING	22 JAN 54	A	01	0070
MIL-C-13782	LACQUER, CHLORINE RESISTANT	22 NOV 54	A	01	0110
MIL-C-13788	LEAD PLATING	29 NOV 54	A	01	0150
MIL-C-13781	VARNISH, WATERPROOFING	29 NOV 53	C	01	0110
MIL-C-13782	STEEL PLATE, WROUGHT	15 MAY 59	A	01	0510
MIL-C-13783	LACQUER, AIR-DRYING	26 JAN 50	A	01	0010
MIL-C-13787	HOOK, HOIST, HUNTON STYLE	7 DEC 54	A	01	0030
MIL-C-13789	FORGINGS FOR COMMON STEEL SHELL	14 DEC 54	A	01	0020
MIL-C-13786	HYDRAULIC FLUID, PETROLEUM BASE	4 JUN 57	A	01	0150
MIL-C-13781	ANTI-SEIZE COMPOUND...	29 JAN 65	A	01	0050
MIL-C-13781	ANTI-SEIZE COMPOUND, NYCA-BASE	23 DEC 54	A	01	0050
MIL-C-13783	ADHESIVE, SYNTHETIC-RUBBER	7 NOV 60	A	01	0000
MIL-C-13783	ADHESIVE, SYNTHETIC-RUBBER	2 JUL 64	B	01	0040
MIL-C-13782	CABLE, TELEPHONE FLEXIBLE	23 DEC 54	A	01	0145
MIL-C-13782	COATING COMPOUND...	26 DEC 56	A	01	0010
MIL-C-13784	COATING, OXIDE, BLACK	26 DEC 56	A	01	0000
MIL-C-13787	FUNGUS RESISTANCE TEST...	1 MAR 52	A	01	0000
MIL-C-13787	FUNGUS RESISTANCE TEST...	22 AUG 57	A	01	0000
MIL-C-13780	COATING COMPOUND, BITUMINOUS	26 JAN 55	A	01	0030
MIL-C-13783	PAINT, TEMPORARY, LUSTERLESS	7 JAN 60	C	01	0010
MIL-C-13783	PAINT, TEMPORARY, LUSTERLESS	30 NOV 62	C	01	0010
MIL-C-13784	CANS, WATER, MILITARY	7 JUN 60	A	01	0240
MIL-C-13784	CLIP, SPRING	7 MAR 55	A	01	0370
MIL-C-13789	CLIP, SPRING	16 NOV 55	A	01	0370
MIL-C-14	MOLDING PLASTICS ANOMOLOFD PLSTC PT	15 JAN 60	F	01	0330
MIL-C-14	MOLDING PLASTICS ANOMOLOFD PLSTC PT	28 JUN 60	F	01	0330
MIL-C-14	MOLDING PLASTICS ANOMOLOFD PLSTC PT	29 JUN 61	F	01	0330
MIL-C-14	MOLDING PLASTICS ANOMOLOFD PLSTC PT	15 AUG 61	F	01	0330
MIL-C-140	ADH, WATER-RESISTANT, WATERPROOF	23 NOV 51	A	01	0000
MIL-C-14002	ENAMEL, CORROSION INHIBITING	17 MAR 55	A	01	0010
MIL-C-14002	ADHESIVE, EPOXY	17 AUG 64	B	01	0045
MIL-C-14005	CAN, SCREW CAP, 1 QUART	14 APR 61	C	01	0110
MIL-C-14005	CAN, SCREW CAP, 1 QUART	14 APR 61	C	01	0110
MIL-C-14005	PIPER ROPE ASSEMBLY...	18 APR 60	A	01	0020
MIL-C-14004	CEMENT, GRINDING DISK	27 JUN 62	A	01	0040
MIL-C-14072	FINISHES FOR GROUND SIGNAL EQUIP	2 NOV 55	A	01	0000
MIL-C-14077	MOLDING PLASTIC...	17 APR 59	A	01	0330
MIL-C-14077	MOLDING PLASTIC...	21 JUN 63	A	01	0330
MIL-C-14100	PAINT, HEAT-RESISTING	16 OCT 56	A	01	0110
MIL-C-14100	LUBRICATING OIL...	11 JUL 56	A	01	0110
MIL-C-14100	FASTENER, REFRIGERATOR PANEL	31 MAY 62	F	01	0370
MIL-C-14100	FASTENER, REFRIGERATOR PANEL	10 JUL 64	F	01	0370
MIL-C-14100	CABLE, POWER, ELECTRICAL	18 NOV 55	A	01	0110
MIL-C-14201	CORROSION PREVENTIVE SOFT-FILM	25 APR 58	A	01	0000
MIL-C-14201	SEALING COMPOUND JOINT...	20 NOV 58	A	01	0040

Best Available Copy

**C-2**

LOCATOR NUMBER		5306-043-1953	MFG. 5 DIGIT CODE	
DRAWING NUMBER		BCYX5.1	NUMBER OF COPIES 4	
PR NUMBER		431953	PRIORITY	
REQUESTOR'S NAME		H. Almond	1 2 3	
TELEPHONE EXTENSION		3878	(4) 5	
DIVISION CODE		771/6	(CIRCLE ONLY ONE)	
DATE		9/3/		
DISC FORM 131 - ENGINEERING DRAWING REQUEST			PLATE NO. 16704	
APR 65			Rec'd 9/7	

[illegible]

# SAMPLE APERTURE CARD ENGINEERING DRAWING INDEX

[illegible]

41	42	
NUMBER		
61	62	
TYPE INDEX	ADD DEL REV	

PLATE NO. 13646 (REV.)

C-4

DISC FORM 482 (APRIL 1964)		ENGINEERING DRAWING INDEX - PART I					PAGE NO. 815			
DRAWING/PART NUMBER	FSN	M F G	LOCATOR		TYPE	S E C	JULIAN DATE	REV	PROP	
400709	5310-596-0157	96124	LA116044		1F	N	5025		P	
40071	5305-214-3038	28265	LA114224		1F	N	5011	F	P	
40071	5330-603-4410	81596	LA118322		1F	N	5047		U	
40071	5355-668-4403	79079	LA103231			N	4210	E	U	
40071A	5306-263-8962	28265	LA114224		1F	N	5011	E	P	
400710		96124	LA100645			N	4209		P	
400712		96124	LA100646			N	4209		P	
400714		96124	LA100634			N	4209		P	
400716	5307-414-7086	57733	LA114398		1F	N	5025	A	U	
400744		62983	L8101139			N	4210		U	
400887	5310-352-2748	88405	LA104612		1F	N	4135		U	
4009	5340-047-9479	98625	LC102508		1F	N	5013	A	L	
400926	5310-637-0517	88408	L8107228		1F	N	5011	F	U	
401	531NK24M-59Y7	80064	OH100016		2A	N	420E	O	G	
4010-1	4010-282-2545	14153	LA106533		1A	N	4177		E	
4010-2	4010-266-0787	14153	LA106534		1A	N	4177		M	
4010-3	4010-855-8271	14153	LA106535		1A	N	4177		G	
4010-4	4010-282-2547	14153	LA106536		1A	N	4177		G	
4010-5	4010-266-0769	14153	LA106537		1A	N	4177		G	
4010-6	4010-266-0770	14153	LA111561		1F	N	4268		G	
4010-7	4010-270-8668	14153	LA106539		1A	N	4177		G	
4010-8	4010-281-8436	14153	LA106540		1A	N	4177		G	
4010-9	4010-272-3409	14153	LA106541		1A	N	4177		G	
401070	5340-359-1711	77640	DA105149		1F	N	5047	F	U	
401105	5340-517-5258	77640	DA105148		1F	N	5047	E	U	
401107		77640	LA118718		1F	N	5047	D	L	
401111		96124	LA100630			N	4209		P	
401141	5340-312-0518	77640	LA118717		1F	N	5047	R	U	
401151	5340-720-6062	77640	LA118716		1F	N	5047	E	U	
401193		02987	DB100036			N	4209	T	P	
401193		77068	DB100080			N	4204		P	
401202		88408	LA113782		1F	N	5008	D	U	
401205	5310-208-4746	88408	LA113767		1F	N	5008	D	U	
401209	5310-596-5695	88408	LA113757		1F	N	5008	C	U	
401210		14351	LA113783		1F	N	5008	C	U	
401216	5310-208-4747	88408	L8107229		1F	N	5011	R	U	
401218	5310-596-6329	88408	LA113732		1F	N	5008	K	U	
401222	5340-314-5182	77640	DA105146		1F	N	5047	R	P	
401231	5310-220-6607	88408	LA113731		1F	N	5008	F	U	
401239	5340-789-0901	77640	DA105145		4C	N	5047	R	U	
401248	5340-813-1288	77640	LA118715		1F	N	5047	R	U	
401262	5310-208-9592	88408	LA113730		1F	N	5008	D	U	
401265	5310-220-6608	88408	LA113729		1F	N	5008	R	U	
40127-201	5310-792-9141	43999	L8106120		1F	N	4244	A	U	
4013	5310-199-7010	06650	LA104672		1F	N	4133		U	
4013	5310-215-6458	06650	LA104672		1F	N	4133		U	
4 1301		96124	LA100480			N	4209		P	
401313	5306-696-9445	88408	L8107231		1F	N	5011	E	U	
401315		96124	LA100650			N	4209		P	



DISC FORM 484 (APRIL 1964)			ENGINEERING DRAWING INDEX - PART II				PAGE NO. 586			
FSN	DRAWING/PART NUMBER	M F G	LOCATOR		TYPE	S E C	JULIAN DATE	REV	PROP	
5310-595-5383	52446	82423	LB110154		1F	N	5043	C	P	
5310-595-5456	70-2735PK	66935	LA120030		1F	N	5055		U	
5310-595-5547	L582	46717	LA118219		1F	N	5046		U	
5310-595-5575	236-1113-8	94145	LA102079		1F	N	4307	6	P	
5310-595-5658	6089D12	66640	DA102877		1F	N	4255		U	
5310-595-5724	SP4300-10	26512	LE100260		1F	N	4273	TT	U	
5310-595-5786	43962	81316	LJ100195		2A	N	4224		G	
5310-595-5796	390006-216	80064	DJ100604		1A	N	4301		U	
5310-595-5818	8201146	00000	LA111733		1F	N	4272	C	G	
5310-595-5819	8924401-5	02734	DA104424		1F	N	5033	C	P	
5310-595-5819	236-1070-4	94145	LA102072		1F	N	4304	6	P	
5310-595-5819	236-1113-5	94145	LA102079		1F	N	4307	6	P	
5310-595-5823	PB54043-2	19315	DA102437		1F	N	4255	A	2	
5310-595-5823	PB54043-2	19315	DA102913		1F	N	4304	A	L	
5310-595-5830	7665247	00000	LB102258		1F	N	4175	B2	G	
5310-595-5854	7598069	00000	DB100559		1F	N	4189		G	
5310-595-5884	27713	35351	DB103065		1F	N	5042	B5	P	
5310-595-5893	76121	28265	LA114053		1F	N	5011	C	P	
5310-595-5915	1904598	16764	LA115429		1F	N	5020	C	L	
5310-595-5921	835997	87991	LA104301		1F	N	4129		U	
5310-595-5945	4136043	24446	LB101862		1F	N	4164	C	U	
5310-595-5960	6745174	73342	LA114301		1F	N	5014	H	U	
5310-595-5969	10459	82423	LA118125		1F	N	5043	G	P	
5310-595-5977	50-4-21-21-20N	38597	DC100475		1F	N	5018	16	U	
5310-595-5978	50-4-15-7-5N	38597	DC100475		1F	N	5018	16	U	
5310-595-6068	K5855112AA	24446	DA100856		1F	N	4146	15	U	
5310-595-6069	SP4300-44	26512	LE100260		1F	N	4274	TT	U	
5310-595-6088	4833	23610	LA113484		1F	N	5011	1	U	
5310-595-6094	21A8608	15786	LA117024		1F	N	5036	H	U	
5310-595-6125	272176	77445	LA110081		1F	N	4238	A1	U	
5310-595-6133	611A143	24446	LA104872		1F	N	4146	A	U	
5310-595-6137	A0565	02280	LB109593		1F	N	5029		U	
5310-595-6154	50-4-13-18-9	38597	DC100475		1F	N	5018	16	U	
5310-595-6235	50-7N12-9-6	38597	DC100475		1F	N	5018	17	U	
5310-595-6236	50-7N13-8-5-7	38597	DC100475		1F	N	5018	17	U	
5310-595-6251	50-4-4-9-4	38597	DC100475		1F	N	5018	16	U	
5310-595-6311	53427	82423	LB109843		1F	N	5043	A	L	
5310-595-6313	50-7N12-9-8	38597	DC100475		1F	N	5018	17	U	
5310-595-6316	50-7N6-6-5-4	38597	DC100475		1F	N	5018	17	U	
5310-595-6329	50-7N12-6-5-5	38597	DC100475		1F	N	5018	17	U	
5310-595-6342	258-3468	98329	DA104204		1F	N	5015	A	U	
5310-595-6417	641877	80066	LA118535		1F	N	5046	E	L	
5310-595-6418	641877	80066	LA118535		1F	N	5046	E	L	
5310-595-6421	50-7N18-12-5-8	38597	DC100475		1F	N	5018	17	U	
5310-595-6423	50-7N12-8-5-5	38597	DC100475		1F	N	5018	17	U	
5310-595-6483	UA3664	78943	LA110951		1F	N	4258	B	U	
5310-595-6485	PB54043-1	19315	DA102437		1F	N	4255	A	L	
5310-595-6485	PB54043-1	19315	DA102913		1F	N	4304	A	L	
5310-595-6491	5323088	00000	LA119289		1F	N	5050	H	L	

DISC FORM 484 (APRIL 1964)		ENGINEERING DRAWING INDEX - PART III				PAGE NO 576			
MFG	DRAWING PART NUMBER FSN	DRAWING/PART NUMBER FSN	LOCATOR		TYPE	S E C	JULIAN DATE	REV	PROP
35351	5310-090-0298	27713-69	DB102249		1F	N	5012	BS	P
35351	5310-090-0626	27713-436	DB102249		1F	N	5013	BS	P
35351	5310-094-3194	27713-117	DB102249		1F	N	5014	BS	P
35351	5310-094-3195	27713-18	DB102249		1F	N	5014	BS	P
35351	5310-208-2862	38097	LA112287		1F	N	5015	H	U
35351	5310-208-6837	23584	LA112257		1F	N	5015	J	P
35351	5310-208-9677	92596	LB107471		1F	N	5018	1	P
35351	5310-209-1004	27713-328	DB102249		1F	N	5013	BS	P
35351	5310-209-1005	27713-359	DB102249		1F	N	5013	BS	P
35351	5310-209-1253	27713-349	DB102249		1F	N	5013	BS	P
35351	5310-209-3622	27713-500	DB102249		1F	N	5013	BS	P
35351	5310-209-4184	27713-86	DB102249		1F	N	5012	BS	P
35351	5310-209-4187	27713-65	DB102249		1F	N	5013	BS	P
35351	5310-209-5385	27713-415	DB102249		1F	N	5013	BS	P
35351	5310-209-5498	79419	LA112277		1F	N	5015	A	U
35351	5310-209-6820	27713-482	DB102249		1F	N	5013	BS	P
35351	5310-209-6823	27713-166	DB102249		1F	N	5014	BS	P
35351	5310-209-6862	27713-472	DB102249		1F	N	5013	BS	P
35351	5310-215-8064	27713-06	DB102249		1F	N	5014	BS	P
35351	5310-215-8065	27713-07	DB102249		1F	N	5014	BS	P
35351	5310-215-8071	27713-20	DB102249		1F	N	5	BS	P
35351	5310-215-8072	27713-218	DB102249		1F	N	5014	BS	P
35351	5310-215-8073	27713-219	DB102249		1F	N	5014	BS	P
35351	5310-215-8074	27713-250	DB102249		1F	N	5014	BS	P
35351	5310-215-8075	27713-251	DB102249		1F	N	5014	BS	P
35351	5310-215-8076	27713-49	DB102249		1F	N	5013	BS	P
35351	5310-215-8080	27713-70	DB102249		1F	N	5012	BS	P
35351	5310-215-8081	27713-73	DB102249		1F	N	5012	BS	P
35351	5310-215-8082	27713-75	DB102249		1F	N	5012	BS	P
35351	5310-217-1762	27713-05	DB102249		1F	N	5014	BS	P
35351	5310-217-1763	27713-10	DB102249		1F	N	5014	BS	P
35351	5310-217-1764	27713-11	DB102249		1F	N	5014	BS	P
35351	5310-217-8034	27713-119	DB102249		1F	N	5014	BS	P
35351	5310-217-8035	27713-120	DB102249		1F	N	5014	BS	P
35351	5310-217-8036	27713-130	DB102249		1F	N	5014	BS	P
35351	5310-217-8037	27713-38	DB102249		1F	N	5013	BS	P
35351	5310-217-8038	27713-39	DB102249		1F	N	5013	BS	P
35351	5310-217-8039	27713-40	DB102249		1F	N	5013	BS	P
35351	5310-217-8040	27713-43	DB102249		1F	N	5013	BS	P
35351	5310-285-4824	27713-258	DB102249		1F	N	5013	BS	P
35351	5310-285-4830	27713-72	DB102249		1F	N	5012	BS	P
35351	5310-285-4831	27713-316	DB102249		1F	N	5013	BS	P
35351	5310-285-4832	27713-280	DB102249		1F	N	5013	BS	P
35351	5310-285-4833	27713-217	DB102249		1F	N	5014	BS	P
35351	5310-285-4835	27713	DB103065		1F	N	5042	BS	P
35351	5310-285-4835	27713-145	DB102249		1F	N	5014	BS	P
35351	5310-285-4835	27713	DB103065		1F	N	5042	BS	P
35351	5310-285-4836	27713-140	DB102249		1F	N	5014	BS	P
35351	5310-285-7638	27713-282	DB102249		1F	N	5013	BS	P

## PART IV

DISC FORM 484 (APRIL 1964)		ENGINEERING DRAWING INDEX - PART III				PAGE NO 483			
FIG	DRAWING PART NUMBER FSN	DRAWING/PART NUMBER FSN	LOCATOR		TYPE	S F C	JULIAN DATE	REV	PROP
15434	9195-3	5306-356-1366	LB109166		1F	N	5026	AS	P
15434	9195-3	5306-510-6131	LB109165		1F	N	5026	AS	P
15434	9195-3	5306-510-6131	LB109166		1F	N	5026	AS	P
15434	9207-1		LA112046		1F	N	4281	E	P
15434	9238	5330-241-9237	LA112045		1F	N	4281	B	U
15434	9238	5330-545-4174	LA112045		1F	N	4281	B	U
15434	9272	5330-193-9787	LB107186		1F	N	4281	F	L
15434	9275	5310-274-9776	LA112047		1F	N	4281	D	U
15434	9280	5306-362-1766	LB109167		1F	N	5026	M	L
15434	9304	5310-363-7122	LB107185		1F	N	4281	C	L
15434	9445	5310-274-7821	LA112048		1F	N	4281		U
15434	9562	5306-276-8084	LA112050		1F	N	4281	D	P
15434	9760	5306-362-1586	LA116074		1F	N	5026		P
15434	9761	5306-362-1587	LA112049		1F	N	4281	F	P
15434	9761	5306-362-1587	LA116075		1F	N	5026	F	P
15434	9761	5305-174-4718	LA112049		1F	N	4281	F	P
15434	9761	5305-174-4718	LA116075		1F	N	5026	F	P
15434	9914		LA101164			N	4209	R	P
15434	9947-1	5310-596-9854	LA112052		1F	N	4283	D	U
15434	9954	5310-353-9533	LA112051		1F	N	4281	D	U
15472	A163-213		DA100055			N	4209	D	U
15472	F-1075		LA101294			N	4209		U
15472	20383		LA101293			N	4209	R	U
15472	20498	5310-774-0516	LA106660		1F	N	4178	R	G
15555	5T1499		DB100024			N	4209	C	P
15555	1458		LA101205			N	4209	D	U
15555	20-530-1142	5306-131-7581	LC102182		1F	N	4309	H	U
15586	27-27	5315-261-3591	LA106758		1F	N	4181	1	U
15586	75-428	5310-736-5443	LA105696		1F	N	4163		G
15586	90-57	5306-769-8937	LA109489		1F	N	4232		U
15605	P43387		LF100219		2A	N	4199		G
15605	2971	5340-200-6872	LF100223		2A	N	4213	2	G
15605	3370W	5340-260-3415	DJ100197		2A	N	4167	1	G
15605	3370W	5340-282-3616	DJ100197		2A	N	4167	1	G
15605	3370W	5340-375-5109	DJ100197		2A	N	4167	1	G
15605	3370W	5340-422-5424	DJ100197		2A	N	4167	1	G
15605	337A		DJ100304		2A	N	4176		G
15605	523A		DJ100183		2A	N	4219	/	G
15605	5389CPL		LF100283		PL	N	4309	1	U
15605	754002130	5340-205-6388	LE100096		2A	N	4148		G
15605	754002130	5340-209-9745	LE100096		2A	N	4148		G
15605	754002130	5340-375-5358	LE100096		2A	N	4148		G
15605	754002130	5340-468-2138	LE100096		2A	N	4148		G
15605	754002130	5340-473-1248	LE100096		2A	N	4148		G
15605	754002130	5340-473-1250	LE100096		2A	N	4148		G
15605	754002130	5340-473-1250	LE100096		2A	N	4148		G
15605	754002130	5340-530-8269	LE100096		2A	N	4148		G
15605	754002130	5340-550-7958	LE100096		2A	N	4148		G
15605	754002130	5340-550-7979	LE100096		2A	N	4148		G

Technical Data  
Management Div.  
Technical Lib. Br.

MANUFACTURER'S CATALOG INDEX  
JOB NUMBER 94028  
INPUT INSTRUCTIONS

- I. Company Name. Columns 1 through 28. Enter company name in the field. Use company name as it appears on the name authority card. If it is necessary to abbreviate the company name as it appears on the authority card, hold card aside. Section supervisor will discuss proper abbreviation with cataloger. Cataloger will establish the abbreviation for the company name. The abbreviation will be entered on the name authority card for future use. Leave all unused columns blank.
- II. Title of Catalog. Columns 29 through 50. Enter name or title of the catalog in this field. Expect such titles as "Information Bulletin", "General Catalog", "General Bulletin 1964 Supplement." Always complete this field. If necessary abbreviate title. Leave all unused columns blank.
- III. Catalog Number. Columns 51 through 62. Enter catalog number in this field. Identifying code may be numbers, letters or combinations of both. Leave all unused columns blank. If there is no catalog number leave this field blank.
- IV. Revision. Columns 63 and 64. Enter revision number or letter in these columns. If the revision is composed of one digit enter in column 64. Leave column 63 blank. If the revision is two digits, enter in columns 63 and 64. If a revision is not known leave columns blank.
- V. Date. Columns 65 through 71. Enter date as follows: Day of month in columns 65 and 66; month (allow 3 digits) in 67 through 69; year in 70 and 71. If day and month are not known enter year in columns 70 and 71. If publication date cannot be established, enter the acquisition date that was stamped on the catalog when it was received in the library. If no date has been stamped on the catalog (received prior to establishment of library), and no publication date is apparent, enter ND in columns 70 and 71. Always complete columns 70 and 71.
- VI. Subject Code. Columns 72 through 74. Enter the code number assigned to the subject heading that describes material in catalog. A special subject list that shows subject headings and corresponding subject codes will be provided each indexer. If two or more subject

D-1 (continued)

Technical Data  
Management Div.  
Technical Lib. Br.

headings are required to describe a catalog, a separate input will be prepared for each subject heading. On first page (not cover) of catalog, annotate in upper left corner all subject codes used to describe catalog. These codes will be used when the catalog is discarded and entry withdrawn from index. See step 9. Never leave this field blank.

- VII. Print. Column 75. This column is an instruction for the Univac 1004. If two or more inputs are prepared for the same document, each input will print in the manufacturer's sequence. This is not necessary, and will only produce duplicate entries. To avoid duplication, only one of the multiple subject entries will be printed. The following procedure will be followed:
- A. Enter a dash in column 75 if a single input is prepared for a catalog. Never leave blank if only one input has been prepared.
  - B. Enter a dash in column 75 for the first input that is prepared when two or more inputs are required. Leave column 75 blank on all inputs except the first when multiple inputs are required. The first input will print in the manufacturer's sequence. Other inputs will be skipped but will print in the subject sequence. No significance is to be attached to the first entry other than it will be printed in the manufacturer's sequence. It has no greater significance than the second and succeeding inputs.
- VIII. Open. Column 76 through 80
- Leave blank.
- IX. To eliminate an entry from the index when a catalog is discarded, section supervisor will list the item on a DF. To conserve time the DF can be hand written. It should be directed to DISC 9321, Attn: G. Cornish. If multiple subject entries have been prepared, each subject code must be listed as well. Example: General Motors. Information Bulletin, UAR 213. Subject codes: 019, 099, 214. Do not batch discards for more than 5 catalogs to a DF.
- X. Send input forms to DISC 9321 weekly. Supervisor will identify input forms by title of index and job order number 94028.

D-1 (continued)

Technical Data  
Management Div.  
Technical Library

MANUFACTURER'S CATALOG INDEX

COMPANY CROSS REFERENCES

INPUT INSTRUCTIONS

Cross references from alternate forms of company names are required in the index. A special routine will be used to encode this information. All information about company names will be taken from the name authority file. All inputs will be prepared on DISC Form 623, Manufacturer's Catalog Index Input. Use Capital letters for all entries on DISC Form 623.

Cols. 1-28. Alternate Company Name. Enter the alternate form of the company name in this field. Use abbreviations in order for entire name to appear in the index.

Cols. 29-56. Approved Company Name. Enter approved company name in this field. Enter the approved form of the name used in the name authority file.

Col. 76. Cross Reference. Enter an "X" in this column. This code is a necessary instruction that a cross reference entry is to be made.

Cols. 78-80. SEE. Enter the word SEE in this field. The Cross reference entry will print on three lines in the Company name portion (Part I of the Index). The alternate form of the name will appear on the first line, SEE will appear on the second line and the approved form of the name will appear on the third line.

D-2

COMPANY NAME																							
COMPANY NAME												TITLE OF CATALOG											
TITLE OF CATALOG												CATALOG NUMBER											
REV.				DATE								SUBJECT CODE						PRINT		OPEN			

MANUFACTURER'S CATALOG INDEX INPUT - DISC FORM 623  
NOV 64

COMMODITY SUBJECT HEADINGS FOR  
MANUFACTURER'S CATALOG INDEX

SUBJECT HEADINGSINDEX CODE

## ABRASIVE MATERIALS 5350

101

Includes

Buffing compound  
Cloth, abrasive  
Diamonds, industrial  
Emery cloth, grain, and paper  
Flint paper  
Garnet cloth, grain, and paper  
Grinding compound  
Metal finishing abrasives  
Polishing abrasives  
Pumice stone  
Rottenstone  
Rouge, abrasive, jewelers  
Sand and Sandpaper  
Steel wool

## ADAPTERS 5370

102

## ADHESIVES 5340

103

Includes

Glue  
Resin  
Rubber cement

## Adjusters (Meter Pointer) 5355

use

KNOB, POINTERS, AND DIALS

## Anchors 7030

use

FITTINGS (ROPE AND CHAIN)

## Anchor shackles 7030

use

SHACKLES

## Angles (Metal) 9520, 9540

use

STRUCTURAL SHAPES (METAL)

## Anodes 5320

use

HARDWARE, MISCELLANEOUS

## Antenna wire 6175

use

WIRE AND CABLE, ELECTRICAL

Best Available Copy



Unclassified

Security Classification

DOCUMENT CONTROL DATA - RAD		
<small>(Security classification of data to be of abstract and indexing agencies must be in accordance with the security classification of the originating activity.)</small>		
1. ORIGINATING ACTIVITY (Full name) BOOZ ALLEN APPLIED RESEARCH, INC. 4733 Bethesda Avenue Bethesda, Maryland 20014		2. SECURITY CLASSIFICATION Unclassified
3. REPORT TITLE Mechanization Study of the Defense Industrial Supply Center Technical Library, Philadelphia, Pa.		
4. DESCRIPTIVE NOTES (Type of report and inclusive dates) Final Report of on-site survey		
5. AUTHOR(S) (Last name, first name, initial) G. A. Kershaw, D. Crowder, J. E. Davis, E. G. Loges, E. Merendini, S. M. Thomas		
6. REPORT DATE September, 1966	7A. TOTAL NO. OF PAGES 54	7B. NO. OF FIGS. 0
8A. CONTRACT OR GRANT NO. DSA-7-15489	9A. ORIGINATOR'S REPORT NUMBER 914-1-13	
9. PROJECT NO.	9B. OTHER REPORT NUMBERS (Any other numbers that may be assigned to this report) AD 640 108	
10. AVAILABILITY LIMITATION NOTICES Distribution of this Document is unlimited		
11. SUPPLEMENTARY NOTES None	12. SPONSORING MILITARY ACTIVITY Defense Supply Agency Defense Documentation Center Cameron Station, Virginia	
13. ABSTRACT Mechanization at the Defense Industrial Supply Center (DISC) Technical Library consists of EAM cataloging of books, specifications and standards, engineering drawings on microfilm aperture cards, and manufacturer's catalogs. All four systems have been developed, but only the engineering drawing and book systems are operational. The output from the engineering drawing system, the Engineering Drawing Index, is printed out in four listings, each arranged with pertinent numbers in a different order. The output from the book system, the Book Index, is prepared in three volumes: an alphabetical author list, an alphabetical title list, and a Dewey Decimal classification number arranged list.		

14	KEY WORDS	LINK A		LINK B		LINK C	
		ROLE	WT	ROLE	WT	ROLE	WT
<p><b>Electronic Accounting Machines</b></p> <p><b>Information Systems</b></p> <p><b>Libraries</b></p> <p><b>Photographic Recording Systems</b></p>							

  

**INSTRUCTIONS**

**1. ORIGINATING ACTIVITY:** Enter the name and address of the activity or organization, including the Department of the originator, if the organization is a separate authority issuing the report.

**2. REPORT SECURITY CLASSIFICATION:** Enter the overall security classification of the report. Indicate whether "Excluded from DDC" is included. Marking is to be in accord with applicable security regulations.

**3. ABSTRACT:** A classification marking is specified in DoD Doctrines, Standards, and Armed Forces Industrial Manual. Enter the group or code, if any, showing clearly how that approval marking is to be used for the report and group classification.

**4. REPORT TITLE:** Enter the complete report title in all capital letters. Titles in all cases should be unclassified. If a classified title must be selected without classification marking, the classification marking in all capitals in parentheses follows the title.

**5. REPORT TYPE:** If appropriate, enter the type of report, such as progress, summary, annual, or final, and the time period, such as a specific reporting period to which it applies.

**6. AUTHOR:** Enter the name(s) of author(s) as shown on the report. Use last name, first name, middle initial. If the author is a member of a branch of service, the name of the branch of service is an alternate name requirement.

**7. DATE OF DATE:** Enter the date of the report as day, month, and year. If more than one date appears on the report, enter the date of publication.

**8. TOTAL NUMBER OF PAGES:** The total page count of the report, including pagination procedures, if any, enter the number of pages containing information.

**9. NUMBER OF REFERENCES:** Enter the total number of references cited in the report.

**10. CONTRACT OR GRANT NUMBER:** If appropriate, enter the contract or grant number of the contract or grant under which the report was written.

**11. ACRONYM PROJECT NUMBER:** Enter the appropriate project identification, such as project number, system number, system number, task number, etc.

**12. ORIGINATOR'S REPORT NUMBER:** Enter the official number by which the document will be identified by the originating activity. This number must be unique to the report.

**13. DISTRIBUTION NUMBERS:** If the report has been distributed, enter report numbers, either by the originator or by the distributor.

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**15. SUPPLEMENTARY NOTES:** Use for additional explanatory notes.

**16. SPONSORING MILITARY ACTIVITY:** Enter the name of the departmental project office or laboratory sponsoring (paying for) the research and development. Include address.

**17. ABSTRACT:** Enter an abstract giving a brief and factual summary of the document indicative of the report, even though it may also appear elsewhere in the body of the technical report. If additional space is required, a continuation sheet shall be attached.

It is highly desirable that the abstract of classified reports be unclassified. Each paragraph of the abstract shall end with an indication of the military security classification of the information in the paragraph, represented as (TS), (S), (C), or (R).

There is no limitation on the length of the abstract. However, the suggested length is from 150 to 225 words.

**18. KEY WORDS:** Key words are technically meaningful terms or short phrases that characterize a report and may be used as index entries for cataloging the report. Key words must be selected so that no security classification is required. Identifiers, such as equipment model designation, trade name, military project code name, geographic location, may be used as key words but will be followed by an indication of technical content. The assignment of links, roles, and weights is optional.